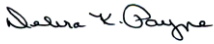
 <p style="text-align: center;"><b>POLICIES AND PROCEDURES</b></p> <p style="text-align: center;">State of Tennessee Department of Intellectual and Developmental Disabilities</p>	Policy #: 30.1.2	Page 1 of 4
	Effective Date: January 27, 2017	
	Distribution: A	
Policy Type: Administrative	Supersedes: 30.1.2 (10/10/12; 11/4/14)	
Approved by:  Debra K. Payne, Commissioner	Last Review or Revision: December 8, 2016	
Subject: POLICY COMMITTEE		

- I. **AUTHORITY:** Tennessee Code Annotated (TCA) 33-1-302 (a)(3), TCA 33-1-303(3), TCA 33-1-305, TCA 33-1-309, TCA 33-5-108 and TCA 4-3-2708.
- II. **PURPOSE:** The purpose of this policy is to define the role and responsibilities of the policy committee and associated workgroups.
- III. **APPLICATION:** This policy applies to members of the policy committee and associated workgroups.
- IV. **DEFINITIONS:**
  - A. **Policy Author** shall mean the policy division staff member or Subject Matter Expert (SME) responsible for writing the policy. This staff member is responsible for composition and facilitation of the workgroup developing a draft of a new policy or a revision to an existing policy. This person is also responsible for presenting the policy draft to the Policy Committee.
  - B. **Policy Committee** shall mean the group of DIDD staff members appointed by the Deputy and Assistant Commissioners to review and make recommendations to the Commissioner regarding approval of DIDD policies.
  - C. **Policy Workgroup** shall mean the group of knowledgeable programmatic staff who are selected to participate in the development of new or revision of existing departmental policy, procedure, or guiding document.
  - D. **Subject Matter Expert (SME)** shall mean the program staff member with expertise in and responsibility for operation of the business functions described in the content topic of the policy.
  - E. **Substantive change** shall mean all revisions to policy other than “housekeeping” (e.g., reformatting, pagination, spelling, and grammar).
- V. **POLICY:** The department shall ensure that policies are developed and implemented in a manner consistent with CQL Person Centered Practices, Home and Community Based

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Waiver (1915c) language and requirements, the Centers for Medicare and Medicaid Services (CMS) Final Settings Rule, the Provider Manual, and the Provider Agreement. Furthermore, policies shall be developed in partnership between policy division staff and department program staff that have expertise in and responsibility for operational content of policies, procedures, and other guiding documents.

## **VI. PROCEDURES:**

### **A. Policy Committee Members**

1. The director of the policy division (or designee) shall chair the policy committee. The policy committee shall consist of DIDD staff and include thirteen (13) standing members; however, the meetings are open to all interested staff. The policy division shall maintain a membership list. On an annual basis, the policy division shall confirm committee membership (e.g., representative and designee). Regular membership shall include one (1) appointed member representing the following units:
  - a. Administrative Services
  - b. Business Services
  - c. Civil Rights and Customer Focused Government
  - d. Fiscal Services
  - e. General Counsel
  - f. Health Services
  - g. Human Resources
  - h. Program Operations
  - i. Protection from Harm
  - j. Quality Management
  - k. Regional Offices
  - l. Risk Management and Licensure

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Each division director shall ensure representation at the meetings by attending or delegating a designee to attend.

2. The policy committee chair shall invite ad hoc members to attend if their input is required based on policy content that affects their area of expertise. Those members may include, but are not limited to, staff from the following units:
  - a. DIDD Intermediate Care Facilities for Individuals with Intellectual Disabilities (ICF/IIDs)
  - b. Customer Focused Government
  - c. Communications and External Affairs
  - d. Strategic Technology Solutions (STS)
  - e. Bureau of TennCare

**B. Policy Committee Meetings**

1. The policy committee shall meet at least monthly if there are documents to review. Meetings may be cancelled based on the needs of a majority of committee members. If possible, the meeting shall be rescheduled the same month. The policy committee may schedule ad hoc meetings if necessary.
2. The policy division shall submit the meeting agenda, minutes of previous meetings and documents for discussion to the committee members at least six (6) business days in advance of the monthly meeting. The policy division may distribute agendas and documents for discussion at ad hoc meetings with less notice.
3. The policy author shall present the draft policy to the policy committee. The presentation shall include relevant information such as historical information; relationship to statutory, regulatory, waiver, or other related requirements; evidence of person-centeredness, and best practices.
4. The committee shall comment on all aspects of the policy including but not limited to content, organization, and accompanying forms. The meeting minutes shall include the committee's recommendations for further action.

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5. Attendance shall be recorded at each policy committee meeting. The policy division shall maintain attendance records.

C. Policy Committee Recommendations

1. Upon concluding its policy review, the policy committee shall recommend one of the following actions:
  - a. Approve the policy without any changes.
  - b. Approve the policy with non-substantive changes. The policy author shall make the changes and prepare the final document.
  - c. Return the policy to the policy author and policy workgroup for substantive changes.
2. If the policy committee is unable to agree on its recommendation(s), the committee shall consult the Assistant Commissioner of Policy and Innovation for a final recommendation.
3. The policy committee shall document the Assistant Commissioner's final recommendation in the minutes.

VII. **CQL STANDARDS:** 1a, 4a, 5b,5c,10a

VIII. **REVISION HISTORY:** December 8, 2016

IX. **TENNCARE APPROVAL:** N/A

X. **ATTACHMENTS:** None